



11. File Cabinet

The File Cabinet provides a comprehensive library of printable resources that you can customize into lesson packets for your students. Thousands of resources for each grade level are organized and indexed in the File Cabinet, and you can easily locate documents using a variety of search methods.

In this section, you will find out how to:

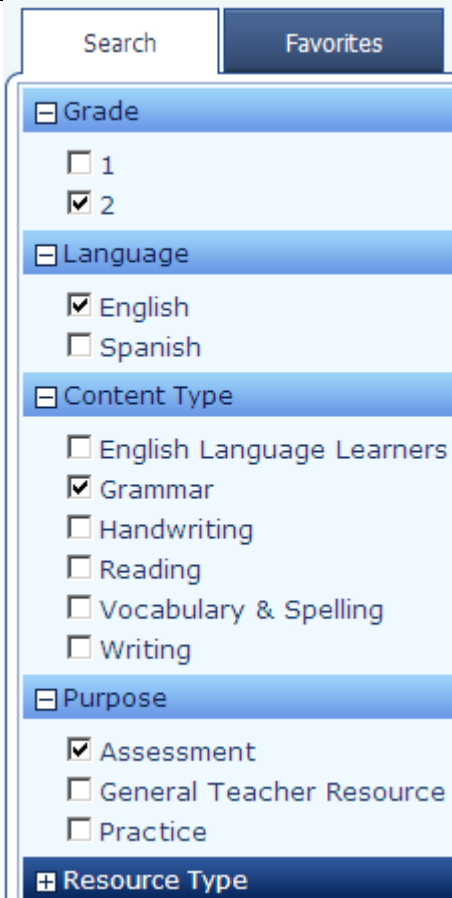

- Launch the File Cabinet to access thousands of printable teacher resources, including practice sheets, activities, and assessments.
- Search the File Cabinet by category, such as:
 - Grade
 - Language
 - Content type
 - Resource type
 - State or national standards, including Common Core Standards
- View key descriptive information, including alignment to standards, grade, language, content type, purpose, resource type, and media type.
- Add resources to a personalized File Cabinet folder and/or download resources.
- Close the File Cabinet.

11.1 Launch File Cabinet

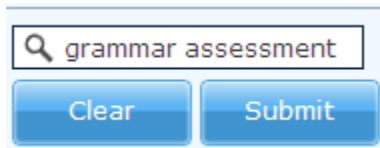
<p>To launch the File Cabinet, click the File Cabinet icon on the dashboard.</p>	
<p>The File Cabinet has two tabs, Search and Favorites. The Search tab displays by default. You can also search by keyword, or by using a combination of categories and keyword. The Favorites tab is where you can add items that you need to access frequently. It works the same way as the Favorites or Bookmark features in web browsers.</p>	

11.2 Search by Category

The panel on the left lists the categories that you can use to search for files. You can search the File Cabinet by topic, grade level, or type. You can also search the File Cabinet by State or Common Core Standards.

<ol style="list-style-type: none"> 1. On the File Cabinet screen, click the Search tab. 2. On the category list on the left, click the expand icon (represented by a + symbol) beside one or more categories, such as Grade, Language, or Content Type. You can expand multiple categories at once. 3. Once you have expanded the categories you want, click one or more check boxes in each category to specify your search criteria. For example, to find grammar assessment in English for Grade 2: <ul style="list-style-type: none"> • Click 2 in the Grade category. • Click English in the Language category. • Click Grammar in the Content Type category. • Click Assessment in the Purpose category. 	
<ol style="list-style-type: none"> 4. Click Submit to view your search results. You can download your search results to a folder on your computer, or add them to your Favorites. 	

11.3 Search by Keyword

<ol style="list-style-type: none"> 1. Type one or more keywords in the search box on the lower left of the File Cabinet screen. For example, to search for <i>grammar assessment</i>, type both words into the search box. 2. Click Submit. 	
--	--

The Search Result screen appears, as shown in Figure 11-1.

11.4 View Key Descriptive Information

You can preview key information about each resource in the search results by moving your cursor over the title.

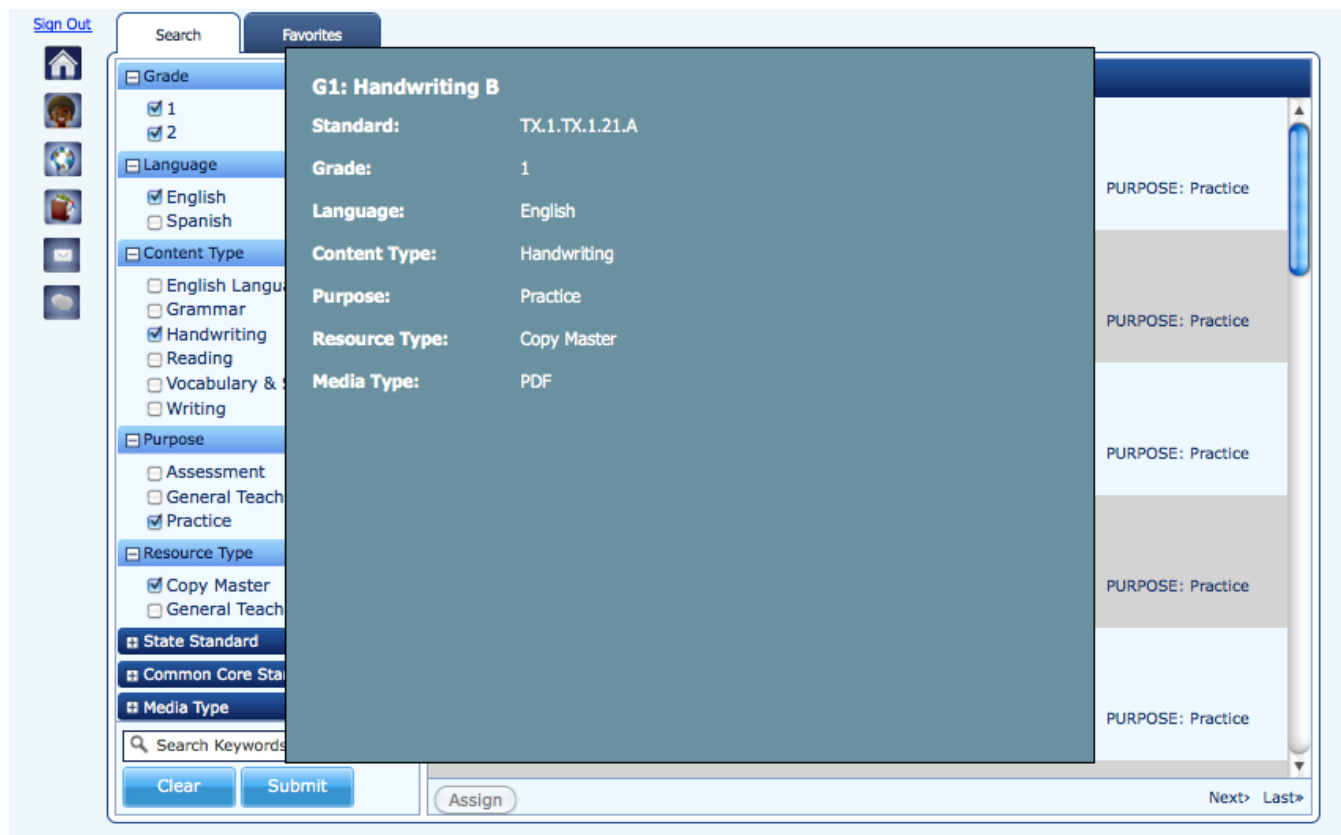


Figure 11-1. Search Results screen


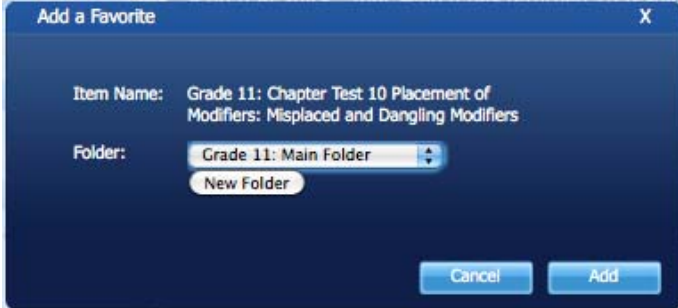
11.5 Add Resources to Personalized Folder

When you find resources that you would like to download or easily retrieve later, click the **Download** link next to a resource name, and choose whether to save or print the document.


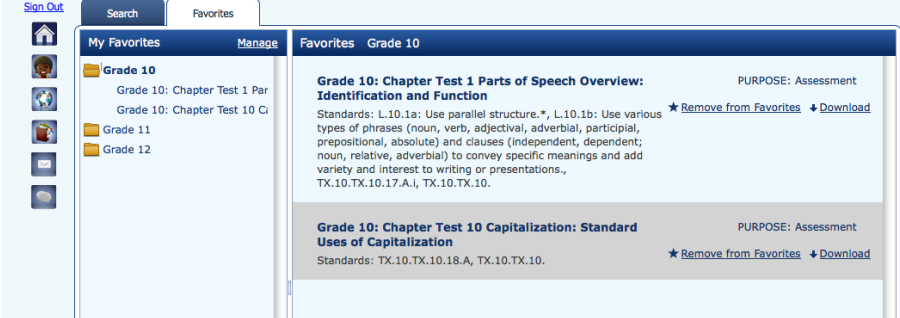
11.5.1 Open, Save, or Print from Search Results

<p>Click Download next to the item on your Search Results screen. Your download will begin automatically.</p>	<div> <div>Search Results Your search has returned 4 results</div> <div> <div>Conjunctions Overview</div> <div>Standards: L.1.1g</div> <div>PURPOSE: Practice</div> <div>★ Add to Favorites ↓ Download</div> </div> </div>
--	--

11.5.2 Add Search Result Item to Favorites

<ol style="list-style-type: none"> 1. Click Add to Favorites next to the item you want on your Search Results list. 	
<ol style="list-style-type: none"> 2. On the Add a Favorite dialog box, you can select a folder in which to save the file you have selected, or you can create a new folder. <ul style="list-style-type: none"> • To add your file to an existing folder, click the dropdown on the folder list, select the folder, and then click Add. • To create a new folder, click New Folder below the dropdown list. Type a name for your folder in the Folder Name box, and then click Create. 	

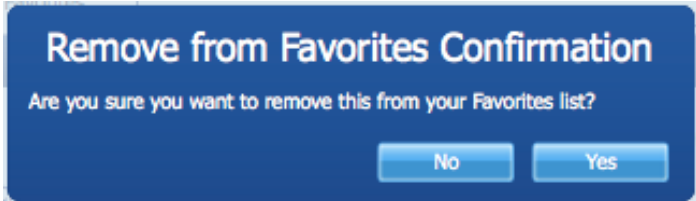
11.5.3 View Your Favorites

<ol style="list-style-type: none"> 1. Click the Favorites tab in the File Cabinet screen. 	
<ol style="list-style-type: none"> 2. On the My Favorites list on the left, click any folder to view its contents. The folder's contents appear on the right. You can remove an item or download it. 	

11.5.4 Open, Save, or Print Item on Favorites

1. Click **Download** next to the item on your Favorites list.
2. If a File Download dialog box appears, click **Open** or **Save**.
 - Click **Open** to view or print the file immediately.
 - Click **Save** to save the file to a folder on your local drive, where you can view or print it later.

11.5.5 Remove Item from Favorites

1. Click Remove from Favorites next to the item on your Favorites list.	
2. On the Remove from Favorites Confirmation message, click Yes or No .	 A blue rectangular dialog box with a white border. The title bar is blue with the text "Remove from Favorites Confirmation" in white. Below the title bar, the text "Are you sure you want to remove this from your Favorites list?" is displayed in white. At the bottom right, there are two white buttons with blue borders, labeled "No" and "Yes" in blue text.

11.6 Close File Cabinet

When you finish with the File Cabinet, click any icon on the upper left of your screen.

12. My Links

Write Source Online includes a selection of third-party links to support teaching writing and grammar. To access these links, click the **My Links** icon on the dashboard as shown in Figure 13-1.









			
<p>Clicking the media player above will play a HMH piece of audio.</p>		<p>Clicking the media player above will play a HMH piece of audio.</p>	
<p>Five Things - The Elements of a Short Story. http://www.flocabulary.com/fivethings.html</p>		<p>Does Grammar Really Matter? Episode 152: January 9, 2009 http://grammar.quickanddirtytips.com/does-grammar-matter.aspx</p>	
			
<p>Clicking the media player above will play a HMH piece of audio.</p>		<p>Clicking the media player above will play a HMH piece of audio.</p>	
<p>Top Ten Grammar Myths. Episode 211: March 4, 2010 http://grammar.quickanddirtytips.com/top-ten-grammar-myths.aspx</p>		<p>Proofreading Tips. Episode 21: October 20, 2006. http://grammar.quickanddirtytips.com/proofreading.aspx</p>	
<p>Texas Language Arts provides links to third party websites. Where such links exist, Houghton Mifflin Harcourt disclaim all responsibility and liability for the content of such third party websites. Users assume the sole responsibility for the accessing of third party websites and the use of any content appearing on such websites.</p>			

Figure 12-1. The links available in *Write Source Online*

Click any link to open it in a new window.

To listen to sample audio, click a media player.

13. Class Administration


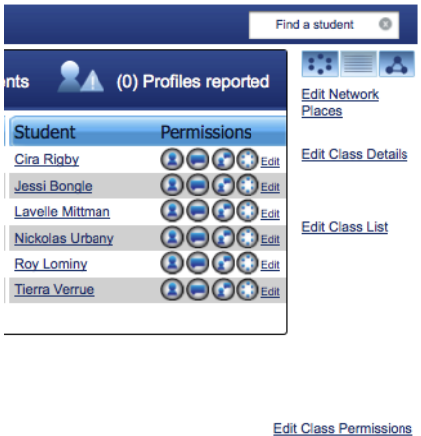
Class Administration helps you manage your classes and the students. You can provide instruction and monitor student progress at a class level or within defined groups. You can also control your students' network access, their Profiles, and their comments individually or by class.

In this section, you will find out how to:

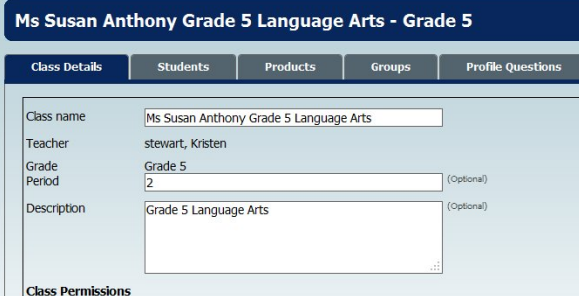
- Launch the Class Administration feature.
- Add students to a class.
- Manage class connections.
- Edit student details, including resetting passwords.
- Add customized groups for differentiating instruction or monitoring progress.
- View and change students' permissions for Avatar, commenting, and networking.
- View and moderate students' comments on other students' work.
- View profile questions that other teachers have reported as inappropriate.

13.1 Launch Class Administration

You can launch Class Administration in two ways:

<p>1. On the teacher dashboard, the first option is to click Manage Class.</p>	
<p>2. Alternatively, in the left panel on the teacher dashboard, the second option is to click the world globe icon, where a smart tag pops up to tell you it is My Class: List View.</p> <p>Both options bring you to the next screen, where you have clickable options to Edit Network Places, Edit Class Details, Edit Class List, or Edit Class Permissions.</p>	

If you click **Edit Class Details**, you reach the Class Administration screen, where you can edit your Class Details, Students, Products, Groups, or Profile Questions.



Ms Susan Anthony Grade 5 Language Arts - Grade 5

Class Details | Students | Products | Groups | Profile Questions

Class name: Ms Susan Anthony Grade 5 Language Arts

Teacher: Stewart, Kristen

Grade: Grade 5

Period: 2 (Optional)

Description: Grade 5 Language Arts (Optional)

Class Permissions

13.2 Add Students to a Class

You can add students to a class in two ways:

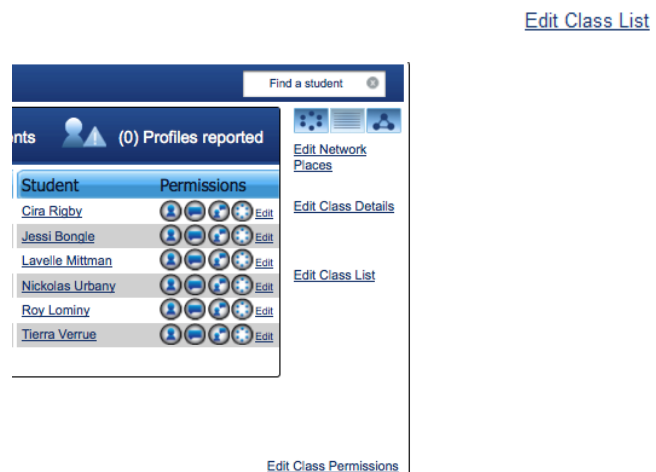
1. In the first way, on the Class Administration screen, you click the **Students** tab.



Ms Charlie Jemenez's Grade 1 Lang. Arts 1 - Grade 1

Class Details | Students | Products | Groups | Profile Questions

2. Alternatively, on the My Class: List View screen, click the **Edit Class List** link.



[Edit Class List](#)

Find a student

Students (0) Profiles reported

Student	Permissions
Cira Rigby	Edit
Jessi Bongle	Edit
Lavelle Mittman	Edit
Nickolas Urbany	Edit
Roy Lominy	Edit
Tierra Verrue	Edit

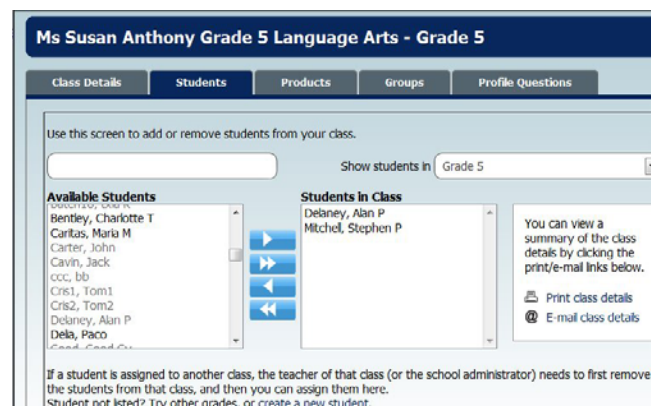
[Edit Class List](#)

[Edit Class Details](#)

[Edit Network Places](#)

[Edit Class Permissions](#)

Both options, whether you click the **Students** tab or the **Edit Class List** link, bring you to the list of Students.



Ms Susan Anthony Grade 5 Language Arts - Grade 5

Class Details | Students | Products | Groups | Profile Questions

Use this screen to add or remove students from your class.

Show students in: Grade 5

Available Students

- Bentley, Charlotte T
- Carlitas, Maria M
- Carter, John
- Cavin, Jack
- ccc, bb
- Crist, Tom1
- Cris2, Tom2
- Delaney, Alan P
- Dela, Paco
- and, and

Students in Class

- Delaney, Alan P
- Mitchell, Stephen P

You can view a summary of the class details by clicking the print/e-mail links below.

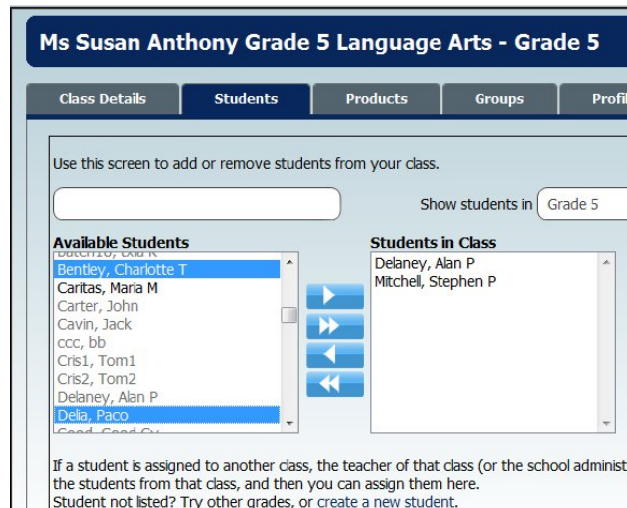
[Print class details](#)

[E-mail class details](#)

If a student is assigned to another class, the teacher of that class (or the school administrator) needs to first remove the students from that class, and then you can assign them here.

Student not listed? Try other grades, or [create a new student](#).

3. To add students to your class, click the name(s) on the list in the left pane. To select more than one student, press and hold the **Shift** or **Ctrl** key, and then click the names. The **Shift** key selects the students in sequential order. The **Ctrl** key allows you to select students in non-sequential order as you see in the graphic.



If a student is assigned to another class, the teacher of that class (or the school administrator) can remove the student from that class, and then you can assign them here. Student not listed? Try other grades, or [create a new student](#).

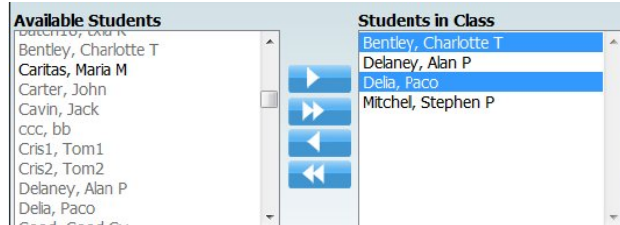
The following options are also available:

To move the names to your class list in the right pane, click the right arrow.



The selected names display on the list to the right, showing that the students have been added to your class.

Tip: In this example, some of the names in the pane on the left are gray. This tells you that a student is already in another class and cannot be added to yours.

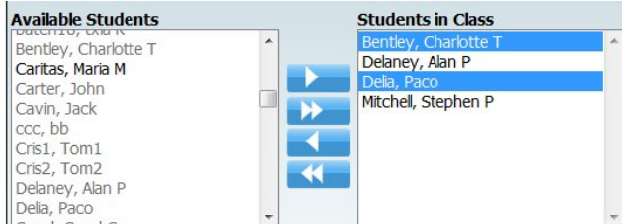



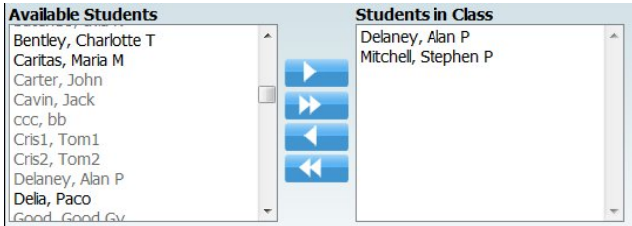



To add all available students to your class at once, click the double right arrow.



To remove a student from your class, first click the name on the list on the right.


Tip: To remove more than one student, use the **Shift** or **Ctrl** key, and then click the names.



Then click the left arrow to move the student back to the Available Students list.	
The names of the removed students display again in the left pane, not highlighted, so you know that the move has occurred.	
To remove all the students from your class at once, click the double left arrow. They do not need to be selected and highlighted first.	
Click Save and Close or Save and Next . This brings you back to the previous screen.	 

13.3 Manage Class Connections

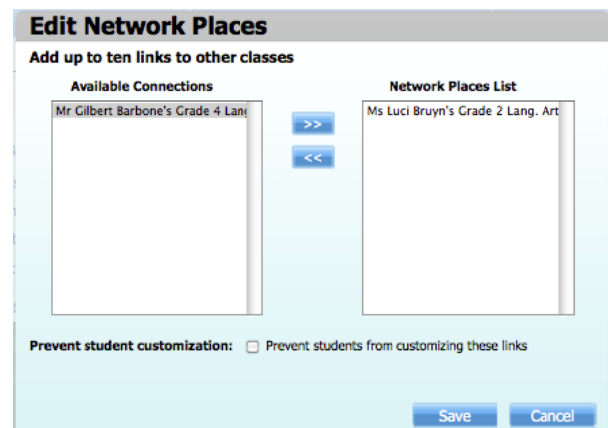
You can manage connections between your class and other classes.

1. On the teacher dashboard, click the My Class: List View icon.	
---	--

2. On the **My Class: List View** screen, click the **Edit Network Places** link in the upper right corner.



3. The **Edit Network Places** screen displays.
 - The left pane shows the available connections for your class.
 - Use the arrows to move available connections to and from the Network Places List.
 - Click **Save** when you have finished editing your network places.

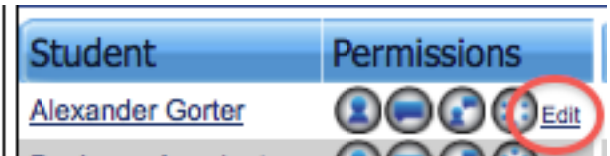


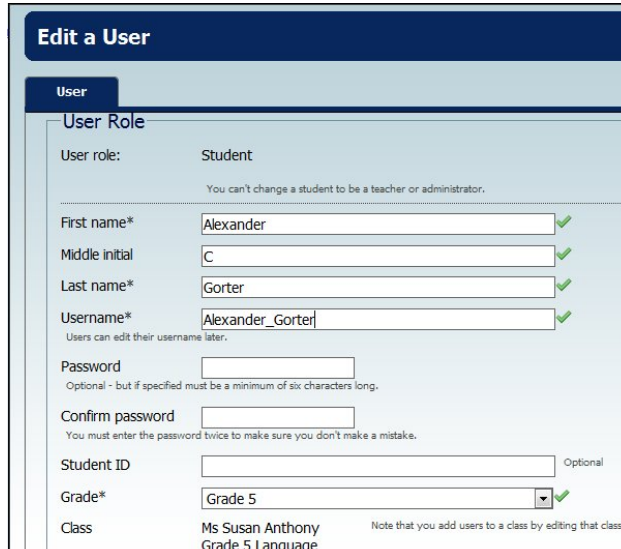
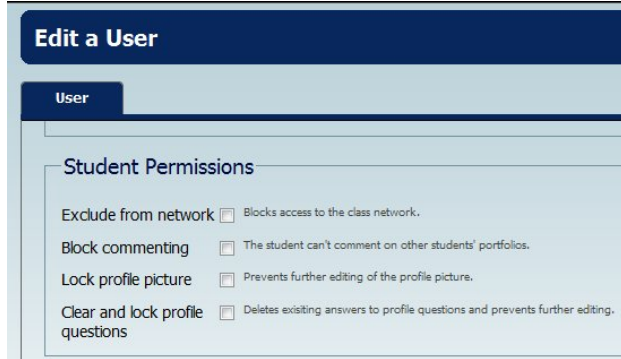
13.4 Edit Student Details and Reset Passwords

You can edit the details of any student assigned to your class.



13.4.1 Edit Student Details

1. On the **My Class: List View** screen, click **Edit** next to a student's name.



<p>2. The Edit a User screen appears.</p> <p>You can edit the following student details:</p> <p>User Role</p> <ul style="list-style-type: none"> • First name • Middle initial • Last name • Username • Password / Confirm password • Student ID • Grade • Class • Language • User Status: Active / Inactive 	
<p>3. Scroll down to see the next group of student details, Student Permissions.</p> <ul style="list-style-type: none"> • You can edit the following Student Permissions to either allow or block the student's ability to use certain features: <ul style="list-style-type: none"> ○ Exclude from network ○ Block commenting ○ Lock profile picture ○ Clear and lock profile questions 	
<p>4. When you finish, click Save.</p>	

13.4.2 Delete Student

<p>1. Scroll to the end of the screen to see the option to Delete User.</p> <ul style="list-style-type: none"> • The instruction states, "This permanently removes this user from the system. This action cannot be undone and any class assignments will be lost." 	
<p>1. If you want to proceed, click Delete [Student] now to remove the student from the system.</p>	

- Click **Yes** to delete the user from the system.
Click **No** to keep the student in the system.

Delete User

Are you sure you want to delete this user?
This action cannot be undone and any class
assignment work will be lost.

Yes No

13.4.3 Reset a Student's Password

- On the **My Class: List View** screen, click **Edit** next to a student's name to reset a student's password.

Edit a User

User

User Role

User role: Student

You can't change a student to be a teacher or administrator.

First name* Alexander ✓

Middle initial C ✓

Last name* Gorter ✓

Username* Alexander_Gorter ✓

Users can edit their username later.

Password

Optional - but if specified must be a minimum of six characters long.

Confirm password

You must enter the password twice to make sure you don't make a mistake.

Student ID Optional

Grade* Grade 5 ✓

Class Ms Susan Anthony
Grade 5 Language Note that you add users to a class by editing that class.

- Type a password for your student in the Password textbox.

Password

- Retype the password for your student in the Confirm Password textbox.

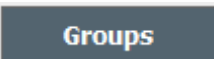
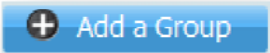
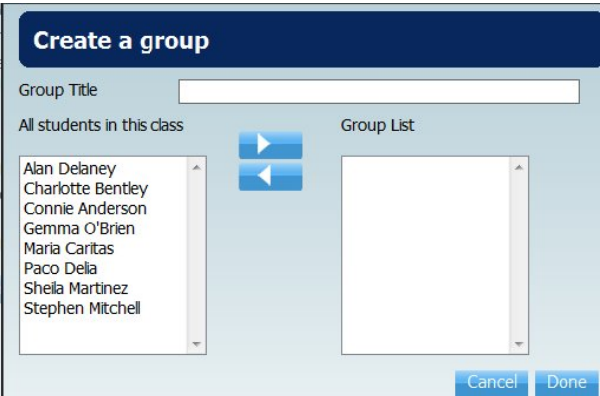

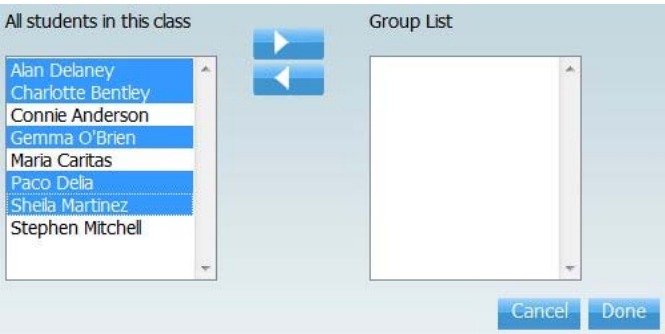

Confirm Password

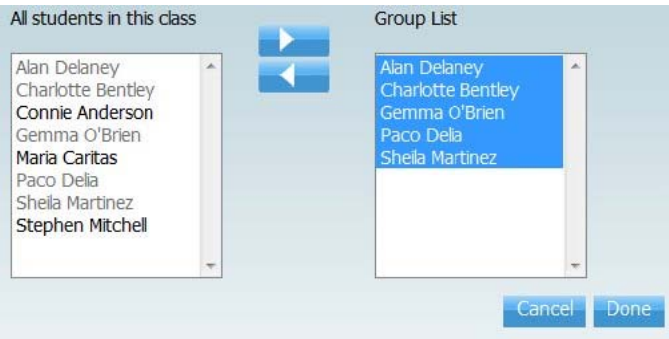
- Click **Save** to save any changes you made.

13.5 Add Customized Groups

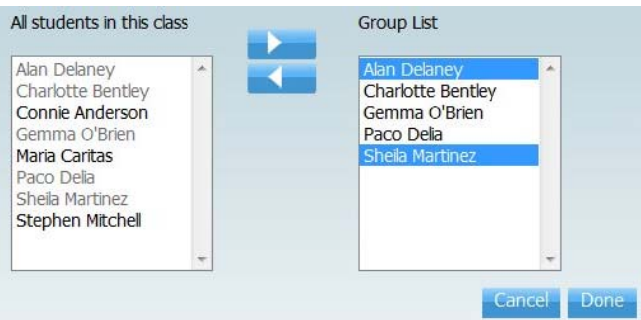

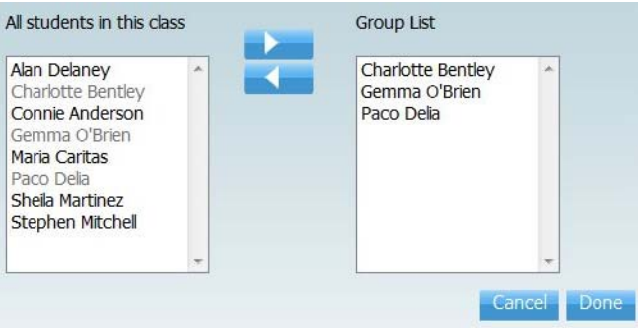
You can use **Groups** if you want to create assignments for different sections of your class, for example beginning and advanced groups of students.

13.5.1 Add Students to Group

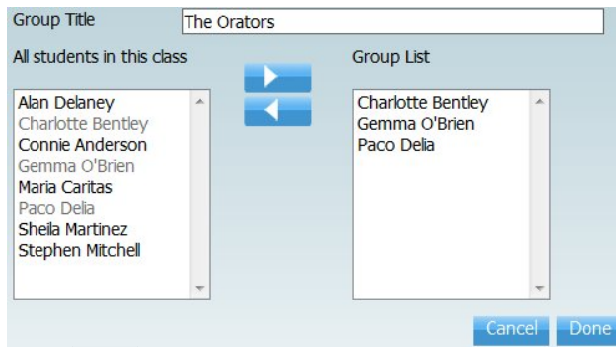
<p>1) You can add groups in two ways:</p> <ul style="list-style-type: none"> On the Class Administration screen, click the Groups tab. On the My Class: List View screen, click Edit Class Details, Edit Class List, or Edit Class Permissions. Then, click the Groups tab. 	 <p>Edit Class Details, Edit Class List, Edit Class Permissions</p>
<p>3. Click Add a Group.</p>	
<ul style="list-style-type: none"> On the Create a group screen, the names in the list appear in alphabetical order. 	
<p>4. Type a Group Title.</p>	
<p>5. Click the student's name on the list in the left pane.</p> <ul style="list-style-type: none"> To select more than one student, press and hold the Shift or Ctrl key, and then click the names. 	
<p>6. Click the right arrow.</p>	

<ul style="list-style-type: none"> The moved students are highlighted in the right pane labeled Group List. This shows they have been added to the group. A gray student name in the left pane tells you that you have added the student to the group and do not need to add again. 	
--	--


13.5.2 Remove Students from Group

<ol style="list-style-type: none"> Click the student's name on the list in the right pane. <ul style="list-style-type: none"> To select more than one student, press and hold the Shift or Ctrl key, and then click the names. 	
<ol style="list-style-type: none"> Click the left arrow. 	
<ol style="list-style-type: none"> The selected students move from the list on the right to the list to the left. This shows you they are removed from the group. 	

4. Give the group a name and then click **Done** to save the group you have created and return to the Groups tab.



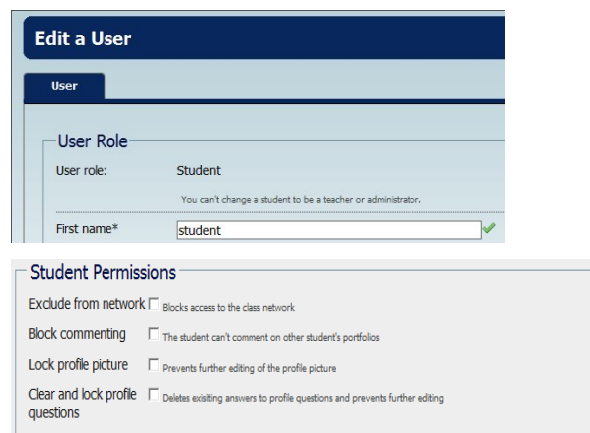
5. Back on the Groups tab of the Administration screen, you will see a list of your class groups, including the new group you have just added.


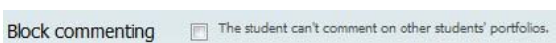

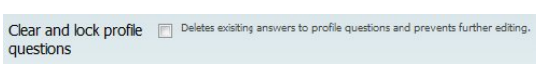



13.6 View and Change Students' Permissions

You can control your students' access to the network, their comments, their profile pictures, and any further editing by changing permissions.

1. Click **Edit** beside a student's name in the My Class: List View screen. This brings you to the Edit a User screen.
2. Scroll down to the Student Permissions section.



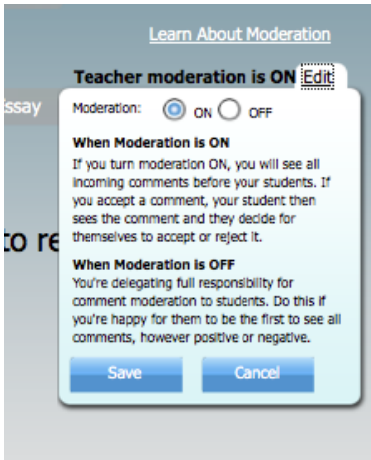



<p>Exclude from network:</p> <p>A check mark blocks the student's access to the class network.</p> <p>An empty check box allows the student to access the class network.</p>	 <p>Student Permissions</p> <p>Exclude from network <input checked="" type="checkbox"/> Blocks access to the class network.</p>
<p>Block commenting:</p> <p>A check mark blocks the student from commenting on another student's Portfolio.</p> <p>An empty check box allows the student to comment on another student's Portfolio.</p>	 <p>Block commenting <input type="checkbox"/> The student can't comment on other students' portfolios.</p>
<p>Lock Profile Picture:</p> <p>A check mark prevents the student from editing his or her profile picture.</p> <p>An empty check box allows the student to edit his or her profile picture.</p>	 <p>Lock profile picture <input checked="" type="checkbox"/> Prevents further editing of the profile picture.</p>
<p>Clear and lock profile questions:</p> <p>A check mark deletes the existing answers to profile questions and prevents a student from editing his or her Profile.</p> <p>An empty check box allows the student to edit his or her Profile.</p>	 <p>Clear and lock profile questions <input type="checkbox"/> Deletes existing answers to profile questions and prevents further editing.</p>
<p>Click Save to save any changes you made to the Student Permissions section.</p>	 <p>Save</p>

13.7 View and Moderate Students' Comments

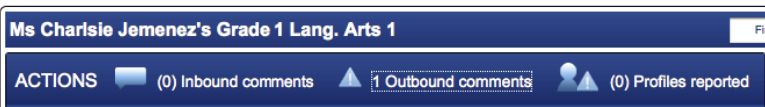



You can view and control your students' permission to make comments each other's Portfolios.

13.7.1 Moderate Comments



1. On the teacher dashboard in the left vertical menu bar, click the Teacher Moderation icon to moderate students' comments on other students' work.	
2. This brings you to the Class Profile and Portfolio Moderation screen. Click Edit .	 <p>Class Profile & Portfolio Moderation Moderate Profile and Portfolio Moderation</p> <p>Teacher moderation is OFF Edit</p> <p>Teacher moderation is ON Edit</p>
3. To turn teacher moderation on, click the radio button located to the left of the word ON . To turn teacher moderation off, click the radio button located to the left of the word OFF .	 <p>Learn About Moderation</p> <p>Teacher moderation is ON Edit</p> <p>Moderation: <input checked="" type="radio"/> ON <input type="radio"/> OFF</p> <p>When Moderation is ON If you turn moderation ON, you will see all incoming comments before your students. If you accept a comment, your student then sees the comment and they decide for themselves to accept or reject it.</p> <p>When Moderation is OFF You're delegating full responsibility for comment moderation to students. Do this if you're happy for them to be the first to see all comments, however positive or negative.</p> <p>Save Cancel</p>
4. Click Save to save changes you made to teacher moderation.	

13.7.2 View Comments on Other Students' Portfolios

You can view comments made by your students on other students' portfolios, both inbound to a student and outbound from a student.

On the My Class: List View screen, click Inbound comments or Outbound comments , located on the top of the screen.	 <p>Ms Charlie Jemenez's Grade 1 Lang. Arts 1 Fit</p> <p>ACTIONS  (0) Inbound comments  1 Outbound comments  (0) Profiles reported</p>
---	---

13.7.3 Accept or Reject Comments Left on Your Students' Portfolios

<p>This brings you to the teacher's Moderation screen. When Teacher Moderation is ON, the screen shows comments that have been made on your students' portfolios.</p>	
<p>You can click Accepted by you or Rejected by you, or you can click Reported as inappropriate. If you accept the comment, the student can see the comment and decide to accept or reject it.</p>	

13.8 View Comments Reported by Other Teachers

You can view Profile comments that other teachers have reported as inappropriate regarding students in your class.

<p>1. On the My Class: List View screen, click Profiles Reported to view Profile comments that other teachers have reported as inappropriate.</p>	
--	--

2. Click the student's name to view the student's profile.

Inbound Comments (0)
 Left on your students' portfolios.

Outbound Comments (2)
 Left on other students' portfolios.


Profiles (0)
 Reported as inappropriate

The following students in your class have had their profile questions reported as inappropriate:

[Pending \(0\)](#) All - previously reported

Your Student	Last flagged	Total flagged	Reported by
 Glennis Chaloux	06/20/2011	1	 Wesley Silberhorn and others
 Dong Lugg	08/07/2011	1	 Shara Colbath and others

3. In the profile screen, click an assignment that contains comments to view them.



Damon Crotzer

Grade 7 of Ms Naveen

INDIAN SPRINGS AREA EL in NEW BRAUNFELS, TX






Homework

2 comments

 Public

Added 07/28/2011



My Essay


1 comment

 Public

Added 07/28/2011


4. Leave feedback for the student in the white comments box and click Send to [student's name].

[Back to Damon's profile](#)



Damon Crotzer
 Ms Lurlene Modglin's Grade 7 Lang. Arts 7, Grade 7
 INDIAN SPRINGS AREA EL, NEW BRAUNFELS, TEXAS


Comments




What do you think?
 ☆☆☆☆
 Type your comments here

[Send to Damon](#)


Damon Crotzer's other Portfolio documents.



[My Essay](#)
 1 comment



form your class da machi
 ☆☆☆☆ [Report](#)
Coralee Mcquesten July 28, 2011



gud your teacher da
 ☆☆☆☆
Lurlene Naveen July 28, 2011

5. To go back to the Class Profile & Portfolio Moderation screen, click the My Class: List View icon and navigate to the profiles reported.

  2 Profiles reported

6. Click Mark as read or Edit permissions on the profile comments you have read.

Class Profile & Portfolio Moderation

Moderate Profile and Portfolio Moderation

Inbound Comments (0)
Left on your students' portfolios.

Outbound Comments (2)
Left on other students' portfolios.

 **Profiles (1)**
Reported as inappropriate

The following students in your class have had their profile questions reported as inappropriate:

Pending (1) [All - previously reported](#)

Your Student	Last flagged	Total flagged	Reported by	
 Barton China-Boyt	07/28/2011	1	 Damon Crotzer and others	<div>Mark as read</div> <div>Edit permissions</div>

14. Access and Entitlements

Access and Entitlements helps you manage your product licenses. You can assign products to a class, search entitlements by school or district, monitor product license details, and request additional licenses.

In this section, you will find out how to:

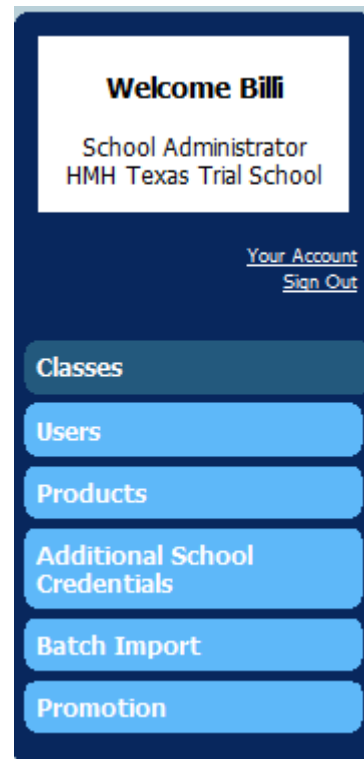
- Allocate products to a class so that the teacher can create assignments with it.
- Monitor the availability of product licenses, including the number of available licenses, the level at which the licenses can be distributed, and approaching expiration of any licenses.
- Request additional licenses.

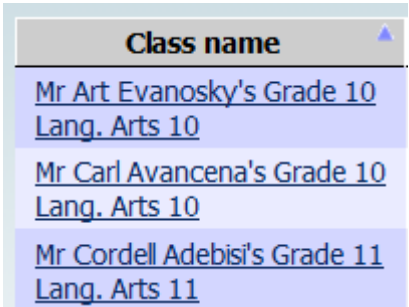
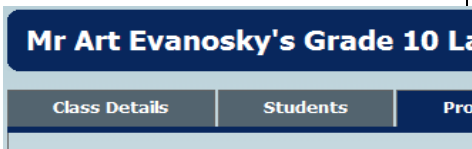
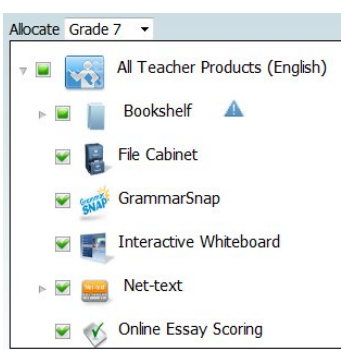
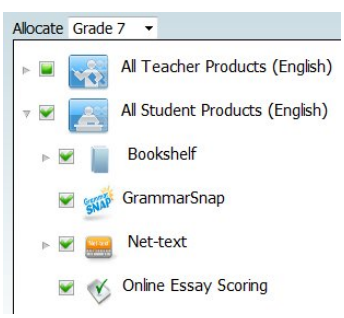



14.1 Allocate Products to Class

Before a teacher can create assignments for his or her class, products need to be allocated to that class. Licenses are added and removed at a class level.

To edit class to change its product allocations:

1. On the administrator dashboard, click **Classes** to view a list of classes.



<p>2. Click a class name.</p>	
<p>3. Click the Products tab.</p>	
<p>4. You can allocate or remove products from a class to make the best use of available licenses. The availability of products depends on the license status of the school and district.</p> <ul style="list-style-type: none"> Teacher: <ul style="list-style-type: none"> A check mark allocates the teacher edition of the product to a class. An empty check box removes the teacher edition of the product from a class. 	
<ul style="list-style-type: none"> Student: <ul style="list-style-type: none"> A check mark allocates the student edition of the product to a class. An empty check box removes the student edition of the product from a class. 	
<p>Green check mark: All products of that type are allocated.</p>	
<p>Red X and blue triangle with a warning icon: The product is unable to be allocated; the popup message displays when you roll your mouse pointer over the product or blue triangle.</p> <p>Note: Teacher-managed products must be allocated to teachers before they can be allocated to students.</p>	
<p>Green box without a check mark: Some products of that type are allocated.</p>	

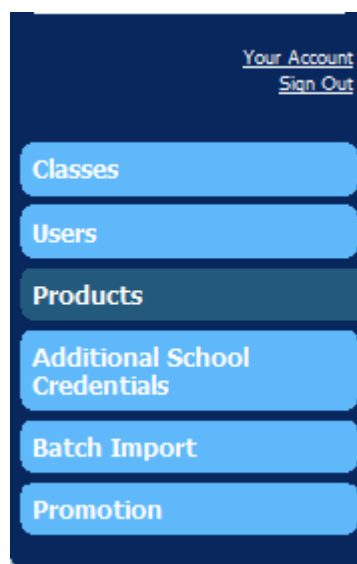
5. Click **Save and Close** or **Save and Next**.

Note: Once product allocations are saved, overall product licenses will be used as follows:

- Teacher product licenses will be decremented by one.
- If a teacher is assigned to multiple classes for the same grade, the teacher will only use one license for the teacher products in the grade level.
- If a teacher is assigned to classes with different grade levels, the teacher will use one teacher license for the teacher products in each grade level.
- Student product licenses will be decremented by the number of students in the class.

14.2 Monitor Availability of Product Licenses











1. On the administrator dashboard, click **Products** to view a list of product licenses.



2. The Products page shows you the following details for each product license assigned to your school.

Products may be listed multiple times if you have made multiple orders. Multiple orders of the same product should display in the order of their license expiration.

- **Product Name:** name of product
- **Product Type:** for example, Ebook
- **ISBN:** product's unique identifier
- **Grade:** grade associated with the product
- **Level:** level at which the licenses can be distributed
- **Expires In:** the period of time the product license is available to use
- **Remaining Licenses:** the number of available licenses

Product Name	Product Type	ISBN	Grade	Level	Expires In	Remaining Licenses
Texas - Guía de ortografía	Ebook	9780547429786	3	District	Jul 2017	10 of 10 
Texas - Libro del estudiante	Ebook	9780547429786	3	District	Jul 2017	8 of 10 
Assessment Preparation Teachers Edition	Ebook	9780547429687	8	District	Jul 2017	9 of 10 
Texas SkillsBook Teacher's Edition	Ebook	9780547429687	8	District	Jul 2017	10 of 10 
Texas Teacher's Edition	Ebook	9780547429687	8	District	Jul 2017	10 of 10 
Daily Language Workouts	Ebook	9780547429687	8	District	Jul 2017	10 of 10 
Warriner's Student Edition	Ebook	9780547429502	12	District	Jul 2017	10 of 10 
Texas Student Edition	Ebook	9780547429342	4	District	Jul 2017	6 of 10 
Texas SkillsBook	Ebook	9780547429342	4	District	Jul 2017	10 of 10 
Warriner's Teacher Edition	Ebook	9780547429687	8	District	Jul 2017	10 of 10 

Showing 1 to 10 of 3,271 entries

1 2 3 4 5 6 7 8 9 10 11 [Next](#) [Last](#)

15. System Administration

System Administration helps you manage your teachers, students, classes, and products. It also helps you retrieve data.

In this section, you will find out how to:

- Launch the **Administrator** wizard.
- Manually register individual teachers or students.
- Create teacher or student batch lists and import them to register teachers and students in batches.
- Create new classes via batch lists.
- Deactivate a student or teacher.
- Add a new class.
- Assign a teacher to a class.
- Add or remove students from a class.
- Allocate products and student and teacher editions to a class.
- Print or email class details.
- Delete a class.
- Assign a school site administrator to a school.

15.1 Administrator Wizard

This **Administrator Wizard** displays when the data for the school has not yet been set up. It helps you to complete the setup by walking you through the steps. The dialog box opens after you log onto the system for the first time. It determines that there are either no teacher records, student records, or class records set up for the school. It helps you to set up the teacher, student, and class records.

The **Administrator Wizard** enables you to perform the following tasks:

- Initiate the manual entry of user records.
- Initiate the importation of a batch file of user records.
- Initiate the creation of a class record.

You can access the **Administrator Wizard** through one of the following methods:

If you are a school administrator and no data has been created for your school, log onto *Write Source Online* and the system will display the **Administrator Wizard Teacher Creation** screen.

- The system checks to see if there is at least one teacher record for the school. If there is no teacher record, the **Teacher Wizard** appears. This takes you through the steps to set up teachers for your school. You can register teachers by manual entry or by batch import.
- If there are one or more teacher records, the system checks to see if there is at least one student record for the school. If there is no student record, the **Student Wizard** appears. This takes you

through the steps to set up students for your school. You can register students by manual entry or by batch import.

- If there are one or more student records, the system checks to see if at least one class record exists for the school. If there is no class record, the **Class Wizard** appears. This takes you through the steps to set up a class for your school.

Note: You can skip any of these wizards and go back to the administrator home page.

15.2 Manually Create Teachers or Students in Batches of Ten

1. On the administrator dashboard, click **Users** to manually register teachers or students in batches of 10.

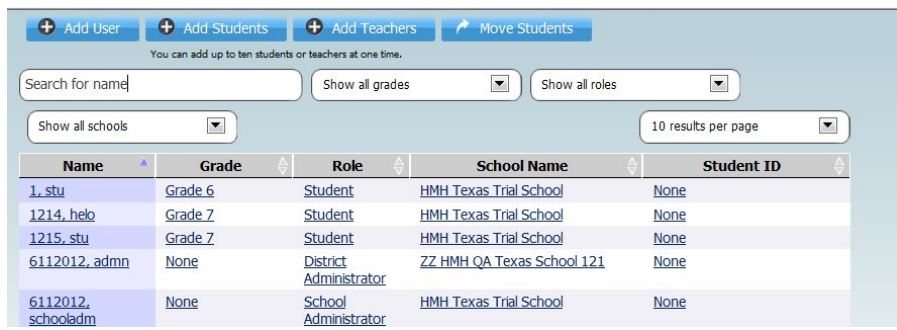
The image shows two side-by-side screenshots of an administrator dashboard. The left dashboard is for 'Billi', a School Administrator at 'HMH Texas Trial School'. It features a 'Welcome Billi' header, a 'Your Account' link with a 'Sign Out' sub-link, and a vertical list of buttons: 'Classes', 'Users', 'Products', 'Additional School Credentials', and 'Batch Import'. The right dashboard is for 'Drew', a District Administrator at 'ZZ HMH QA Texas School'. It features a 'Welcome Drew' header (highlighted with a red box), a 'Your Account' link with a 'Sign Out' sub-link, and a vertical list of buttons: 'Classes', 'Users', 'Products', 'Schools', 'Additional School Credentials', 'Batch Import', and 'Promotion'.

2. The **Add** screen displays.

The image shows a screenshot of the 'Add' screen. At the top, there are three buttons: '+ Add User', '+ Add Students', and '+ Add Teachers'. Below these buttons is a message: 'You can add up to ten students or teachers at one time.' Below the message are three input fields: 'Search for name', 'Show all grades' (with a dropdown arrow), and 'Show all roles' (with a dropdown arrow). At the bottom right, there is a button that says '10 results per page'. Below the input fields is a table with four columns: 'Name', 'Grade', 'Role', and 'Student ID'. The table contains three rows of data:

Name	Grade	Role	Student ID
1, stu	Grade 6	Student	None
1214, helo	Grade 7	Student	None
1215, stu	Grade 7	Student	None

- On the district administrator **Users** screen, you can use the **Move Students** option.



[+ Add User](#)
[+ Add Students](#)
[+ Add Teachers](#)
[↶ Move Students](#)

You can add up to ten students or teachers at one time.

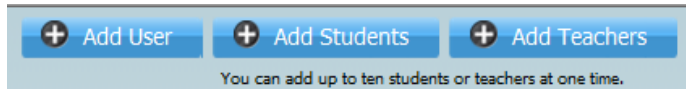
Search for name:
 Show all grades:
 Show all roles:

Show all schools:
 10 results per page:

Name	Grade	Role	School Name	Student ID
1. stu	Grade 6	Student	HMH Texas Trial School	None
1214. helo	Grade 7	Student	HMH Texas Trial School	None
1215. stu	Grade 7	Student	HMH Texas Trial School	None
6112012. admn	None	District Administrator	ZZ HMH QA Texas School 121	None
6112012. schooladm	None	School Administrator	HMH Texas Trial School	None

- To add teachers manually, click **Add Teachers**.

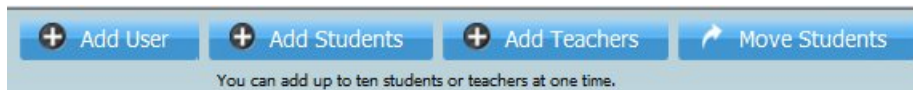
School Administrator



[+ Add User](#)
[+ Add Students](#)
[+ Add Teachers](#)

You can add up to ten students or teachers at one time.

District Administrator



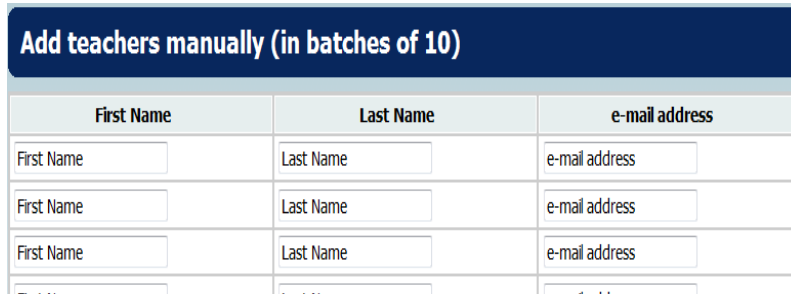
[+ Add User](#)
[+ Add Students](#)
[+ Add Teachers](#)
[↶ Move Students](#)

You can add up to ten students or teachers at one time.

- Type the following for each teacher, one at a time:

- First Name with an initial capital letter
- Last Name with an initial capital letter
- Email address
Be sure to enter a valid e-mail address. This value must also be unique in the system so that no user accounts use the same email address.

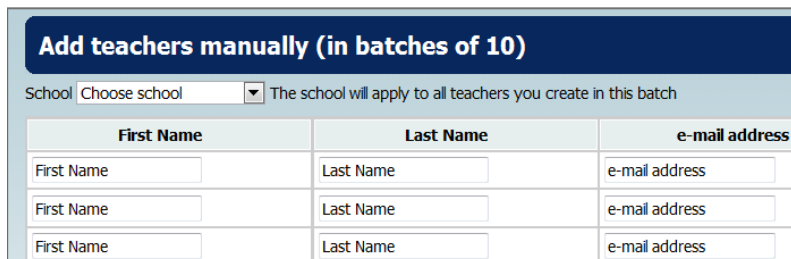
School Administrator



Add teachers manually (in batches of 10)

First Name	Last Name	e-mail address
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

District Administrator



Add teachers manually (in batches of 10)

School: The school will apply to all teachers you create in this batch

First Name	Last Name	e-mail address
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

<

<div>9. Click the Grade dropdown menu to choose the grade in which you want to create your students.</div> <div>The district administrator has the option to choose a school.</div>	<div><div>School Administrator</div><div><div>Add students manually (in batches of 10)</div><div>Grade <div>Choose grade</div> This grade will apply to all students you create in this batch</div></div></div> <div><div>District Administrator</div><div><div>Add students manually (in batches of 10)</div><div>Grade <div>Choose grade</div> This grade will apply to all students you create in this batch</div><div>School <div>Choose school</div> This school will apply to all students you create in this batch</div></div></div>																									
<div>10. Type in the following for each of your students:</div> <div><ul style="list-style-type: none">• First Name with an initial capital letter• Middle Initial (optional)• Last Name with an initial capital letter• User Name• Password</div>	<div><div>Add students manually (in batches of 10)</div><div>Grade <div>Choose grade</div> This grade will apply to all students you create in this batch</div><table><thead><tr><th>First Name</th><th>Middle Initial (optional)</th><th>Last Name</th><th>User Name</th><th>Password</th></tr></thead><tbody><tr><td><div></div></td><td><div></div></td><td><div></div></td><td><div></div></td><td><div></div></td></tr><tr><td><div></div></td><td><div></div></td><td><div></div></td><td><div></div></td><td><div></div></td></tr><tr><td><div></div></td><td><div></div></td><td><div></div></td><td><div></div></td><td><div></div></td></tr><tr><td><div></div></td><td><div></div></td><td><div></div></td><td><div></div></td><td><div></div></td></tr></tbody></table></div>	First Name	Middle Initial (optional)	Last Name	User Name	Password	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
First Name	Middle Initial (optional)	Last Name	User Name	Password																						
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>																						
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>																						
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>																						
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>																						
<div>11. Click Save.</div>																										

15.3 Create and Import Teachers, Classes or Students in Batch Lists

Before you import a batch of teachers, classes, or students into the *Write Source Online* system, you first create a list in a spreadsheet and save it to your computer. *Write Source* assists you with an import template and validation rules so that you make your list in the correct format.

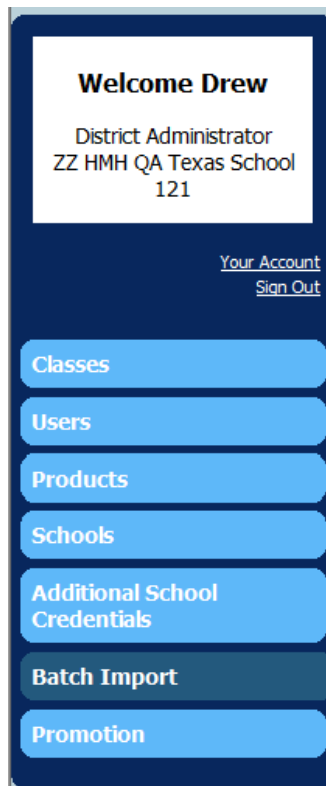
15.3.1 Creating a .csv File

Both the district and school administrator **Batch Import** option enables you to create and import batch lists of teachers, classes, and students in a .csv file easily.

On the administrator dashboard, click **Batch Import**.

The school administrator dashboard looks the same as that of the district administrator, which you see in the image, except it does not display the option for **Schools**.

The **Promotion** option displays for the school administrator only if the district administrator has allowed the school administrators to run promotions.




Beside the **Upload** option in the **Batch Import** menu, you can access the **import template** and access the **validation rules** for filling out the .csv file template.

The import template lays out the spreadsheet columns just as they need to be.

Batch Import

Click one of the buttons below for the feature you want.



Upload a file of teachers, classes, and students to Write Source Online.
Note: The file must be in .csv format.

- [Access the import template.](#)
- [Access the validation rules.](#)

	A	B	C	D	E
1	Record Type	First Name	Middle Initial	Last Name	Username
2	T	Charles	H	Teacher	Charleshteacher@mailinator.com
3	T	Meghan	Q	Teacher	Meghanqteacher@mailinator.com
4	T	Jackson	R	Teacher	Jacksonrteacher@mailinator.com



The **validation rules** guide you through all the correct forms of data entry.

The **Record Type** (column B) identifies whether the row contains Teacher, Class, or Student data. It is required for all records.

Batch_Import_Validation_DA				
	A	B	C	D
1	Field Name	Field is used for record types:	Field is optional (O) or mandatory (M):	Field can be updated (Y/N):
	Record Type	All	M	N
2				
3	First Name	Students and Teachers	M	Y
4	Middle Initial	Students and Teachers	O	Y
5	Last Name	Students and Teachers	M	Y
	Username	Students	M	N
6				

Column C indicates whether the information in that row is mandatory (M) or optional (O). For instance, the Middle Initial is optional (O).

E
Parameters for data are:
<ul style="list-style-type: none">• Allowed values are: T, C, S• T = teacher record type• C = class record type• S = student record type• Import files do not have to contain all three record types• Rows should be ordered by recorded type in the order: T, C, S

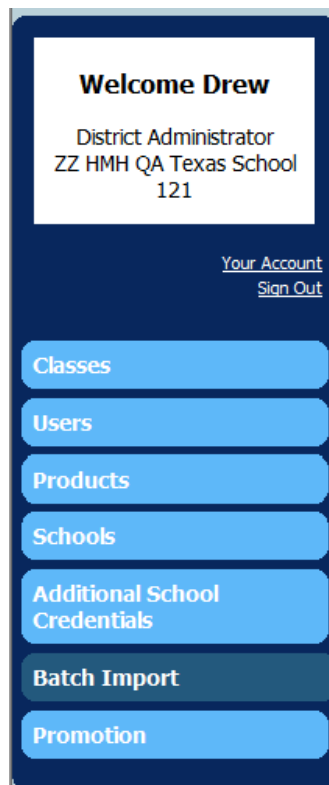
Column E gives the actual rules for entering data.

Not all record types are required. The table to the right notes which fields are mandatory and optional for teachers, classes, and students.

Mandatory	Optional
Record Type	Middle Initial
First Name	Password (teachers)
Last Name	Student ID
Username (students, teachers)	UserActiveStatus
Password (students)	Class Period (classes)
School	Class Description (classes)
Language (all)	NCLB - Ethnicity
Grade (students and classes)	NCLB - English Proficiency
Class Teacher (classes)	NCLB - Special Conditions
	NCLB - Special Services
	NCLB - Economic Status

15.3.2 Import a Batch of Teachers, Students or Classes

On the administrator dashboard, click **Batch Import** to register teachers, students, or classes in batches.



The **Batch Import** window gives you three options.

- **Upload** – a list of teachers, classes or students from a .csv file
- **Summary** – view a summary of uploaded files. Check the status of imports and view error reports.
- **Export** – Export a copy of all students and teachers currently in the system.

Batch Import


Click one of the buttons below for the feature you want.

 Upload


Upload a file of teachers, classes, and students to Write Source Online.

Note: The file must be in .csv format.

- [Access the import template.](#)
- [Access the validation rules.](#)

 Summary

View a summary of previously uploaded files. Check the status of imports and view error reports.

 Export

Export a copy of all students and teachers currently in the system.

Click **Upload** and use the Batch Import Upload window to:

Batch Import


Click one of the buttons below for the feature you want.

 Upload

Upload a file of teachers, classes, and students to Write Source Online.

Note: The file must be in .csv format.

- [Access the import template.](#)
- [Access the validation rules.](#)

<p>Browse for your .csv file</p> <p>Give it a name</p> <p>Upload it.</p> <p>Create a new .csv file.</p> <p>Return to the Batch Import menu.</p> <p>Note: The maximum number of teachers is 5,000, classes 5,000, and students 65,000. For a mixed record file, you could have 65,000 student records, 5,000 teachers, and 5,000 classes. For a student-only file, you could have 75,000 students.</p> <p>Processing times are quicker when you add new records but less quick when you update existing records.</p>	<div><h2>Batch Import</h2><h3>Import Users and Classes</h3><ol style="list-style-type: none">1. Save your spreadsheet as a .csv file.2. Click Browse, and then go to the folder where you have saved your .csv file.3. Type a name for the file you are importing.4. Click Upload.<div><input type="text"/><input type="button" value="Browse"/></div><p>Name this import</p><div><input type="text"/><input type="button" value="Back to Menu"/><input type="button" value="Upload"/></div><p>Maximum file size is 75,000 rows. If you have more than 75,000 rows, create another file.</p></div>																
<p>Click Browse to find your .csv file, and then click Upload.</p>	<div><input type="button" value="Back to Menu"/><input type="button" value="Upload"/></div>																
<p>If there are errors in the file format, you will see an error message with a detailed explanation of each error. When you fix the errors, the file will process.</p>	<div><div></div><p>Upload failed due to:</p><ul style="list-style-type: none">• The column Username could not be found. It may be missing, misspelled or in the wrong order. Please check your file against the provided template.• The column Password could not be found. It may be missing, misspelled or in the wrong order. Please check your file against the provided template.</div>																
<p>If the file format has no errors, you are taken to the Import Summary screen. The file will process and you will see both successfully imported records and records with errors.</p>	<div><h2>Import Summary</h2><div><div>2012</div><div>Search</div><div>10 results per page</div></div><table><tr><th>ID</th><th>Date</th><th>Name</th><th>Status</th><th>Progress</th><th>Results</th><th>Run by</th><th>Delete</th></tr><tr><td>1518</td><td>Jun 17, 2012</td><td>Test list 2_17062012_08:24:05</td><td>Complete</td><td><div></div></td><td>0 error(s) 13 record(s) successful</td><td>D Hokutan (District Administrator)</td><td><input type="checkbox"/></td></tr></table></div>	ID	Date	Name	Status	Progress	Results	Run by	Delete	1518	Jun 17, 2012	Test list 2_17062012_08:24:05	Complete	<div></div>	0 error(s) 13 record(s) successful	D Hokutan (District Administrator)	<input type="checkbox"/>
ID	Date	Name	Status	Progress	Results	Run by	Delete										
1518	Jun 17, 2012	Test list 2_17062012_08:24:05	Complete	<div></div>	0 error(s) 13 record(s) successful	D Hokutan (District Administrator)	<input type="checkbox"/>										

<p>You can review a summary of all your imports by clicking the Summary tab on the main Batch Import menu. This displays an Import Summary window, where you can review your imports.</p>	<div><div>Summary</div><div>View a summary of previously uploaded files. Check the status of imports and view error reports.</div></div>																								
<p>To delete an import, click the delete box beside the entry in the Delete column.</p>	<div><div>Import Summary</div><div><div>2012</div><div>Search</div><div>10 results per page</div></div><table><tr><th>ID</th><th>Date</th><th>Name</th><th>Status</th><th>Progress</th><th>Results</th><th>Run by</th><th>Delete</th></tr><tr><td>1000</td><td>May 12, 2012</td><td>BatchImportSelenium_Test05012012</td><td>Complete</td><td></td><td>1 error (s), 0 record(s) successful</td><td>L Unterzuber (School Administrator)</td><td><input checked="" type="checkbox"/></td></tr><tr><td>1001</td><td>Jun 10, 2012</td><td>TCS 5_10062012_10:52:34</td><td>Complete</td><td></td><td>0 error (s), 15 record(s) successful</td><td>L Unterzuber (School Administrator)</td><td><input type="checkbox"/></td></tr></table></div>	ID	Date	Name	Status	Progress	Results	Run by	Delete	1000	May 12, 2012	BatchImportSelenium_Test05012012	Complete		1 error (s), 0 record(s) successful	L Unterzuber (School Administrator)	<input checked="" type="checkbox"/>	1001	Jun 10, 2012	TCS 5_10062012_10:52:34	Complete		0 error (s), 15 record(s) successful	L Unterzuber (School Administrator)	<input type="checkbox"/>
ID	Date	Name	Status	Progress	Results	Run by	Delete																		
1000	May 12, 2012	BatchImportSelenium_Test05012012	Complete		1 error (s), 0 record(s) successful	L Unterzuber (School Administrator)	<input checked="" type="checkbox"/>																		
1001	Jun 10, 2012	TCS 5_10062012_10:52:34	Complete		0 error (s), 15 record(s) successful	L Unterzuber (School Administrator)	<input type="checkbox"/>																		
<p>Click Delete Selected.</p>	<div>Delete Selected</div>																								
<p>A warning message gives you the option to continue or cancel..</p>	<div><div>Delete Batch Imports</div><div>You are about to delete 1 record(s).This action cannot be undone.</div><div><div>Delete</div><div>Cancel</div></div></div>																								
<p>In the Results column, you can open your imported list by clicking either the error(s) or the record(s) successful option.</p>	<div><div>Results</div><div>0 error (s), 13 record(s) successful</div></div>																								

This opens the .csv file spreadsheet.

success-report[1]										
	A	B	C	D	E	F	G	H	I	J
1	Record Ty	First Name	Middle Init	Last Name	Username	Password	Student ID	School	UserActive	Language
2	T	Charles	H	Teacher	Charleshteacher@mailinator.coi			HMH Texas Trial Schc	English	
3	T	Meghan	Q	Teacher	Meghanqteacher@mailinator.co			HMH Texas Trial Schc	English	
4	T	Jackson	R	Teacher	Jacksonrteacher@mailinator.coi			HMH Texas Trial Schc	English	
5	C							HMH Texas Trial School		
6	C							HMH Texas Trial School		
7	C							HMH Texas Trial School		
8	S	Mary	P	Student	zdemostuc	student		HMH Texas Trial Schc	English	
9	S	Carlos	B	Studen	zdemostuc	student		HMH Texas Trial Schc	English	
10	S	Lynn	S	Student	zdemostuc	student		HMH Texas Trial Schc	English	
11	S	Maggie	R	Student	zdemostuc	student		HMH Texas Trial Schc	English	
12	S	Jason	S	Student	zdemostuc	student		HMH Texas Trial Schc	English	
13	S	Randolph	A	Student	zdemostuc	student		HMH Texas Trial Schc	English	
14	S	Marlon	F	Student	zdemostuc	student		HMH Texas Trial Schc	English	

To export teachers, students, or classes within the school district, you first click The **Export** option in the Batch Import menu.

Batch Import

Click one of the buttons below for the feature you want.

Upload

Upload a file of teachers, classes, and students to Write Source Online.
Note: The file must be in .csv format.

- [Access the import template.](#)
- [Access the validation rules.](#)

Summary

View a summary of previously uploaded files. Check the status of imports and view error reports.

Export

Export a copy of all students and teachers currently in the system.

This brings up the **Download User Data** window.

You choose teachers, students, and classes from the list.

This will display a current list of the teachers, students, or classes, depending on the option you click.

You can edit the file, save it and import the changes.

Download User Data

Download Instructions

View/Save copy of a file of the current Teachers or Students within the district.
 If the file is too big (>100k) please contact our Support Line for assistance.

HMH Texas Trial School ▼

[Current Teachers\(.csv\) 0.073k](#)
[Current Students\(.csv\) 0.646k](#)
[Current Classes\(.csv\) 0.069k](#)

Teachers

current-teachers[1]					
	A	B	C	D	E
1	Record Ty	First Name	Middle In	Last Name	Username
2	T	Felipe	X	Ohanlon	Felipe_Ohanlon@yahoo.hmh.com
3	T	Harlan	Felton	Fuel	Harlan_Fuel@linkedin.hmh.com
4	T	Mendy		Bacak	Mendy_Bacak@anaddress.gov.hmh.uk
5	T	Josh		Watson	Josh_Watson@linkedin.hmh.com

Students

current-students[1]

	A	B	C	D	E	F
1	Record Type	First Name	Middle Initial	Last Name	Username	Password
2	S	Luana	Lina	Gladney	Luana_Gladney	
3	S	Willow	F	Macandog	Willow_Macandog	
4	S	Audrea	Albert	Loser	Audrea_Loser	

Classes

current-classes[1]

	A	B	C	D	E	F	G	H	I	J	K	L
1	Record Type	First Name	Middle Initial	Last Name	Username	Password	Student ID	School	User Active	Language	Grade	Class Name
2	C							HMH Texas Trial School			5	88888
3	C							HMH Texas Trial School			4	claseteacherenglish6122012
4	C							HMH Texas Trial School			3	AAA
5	C							HMH Texas Trial School			6	SSO Class


15.4 Update Existing Students or Teachers via Batch Import

To update an existing batch of students or teachers, you open the existing .csv spreadsheet, make the updates, and then upload the file again.

There are two ways you can update a list of existing students or teachers through **Batch Import**.

Batch Import

Click one of the buttons below for the feature you want.

 Upload

Upload a file of teachers, classes, and students to Write Source Online.
Note: The file must be in .csv format.

- [Access the import template.](#)
- [Access the validation rules.](#)

A. You first update your existing spreadsheet of students or teachers stored. Then you use **Upload** to bring it into the system. Whether you keep or change the file name, you will see the list twice in the **Summary** section of **Batch Import**. Delete the old file.

ID	Date	Name	Status	Progress	Results	Run by	Delete
1522	Jun 17, 2012	Test list 3_17062012_09:44:58	Complete	<div></div>	0 error(s), 13 record(s) successful	D Hokutan (District Administrator)	<input type="checkbox"/>
1519	Jun 17, 2012	Test list 3_17062012_09:39:03	Complete	<div></div>	0 error(s), 13 record(s) successful	D Hokutan (District Administrator)	<input checked="" type="checkbox"/>

B. Click the **Summary** option in **Batch Import**.

Find the name of your list. In the **Results** column, click the green **# record(s) successful**.

This way, you can open the list. Make your changes, and then save and close the file.

Double-check your changes by reopening the file with the **Summary** option.

You can also download a list of current student, teachers, or classes by clicking **Export** and then selecting a record type.

[Summary](#)

View a summary of previously uploaded files. Check the status of imports and view error reports.

Import Summary							
2012		Search			10 results per page		
ID	Date	Name	Status	Progress	Results	Run by	Delete
1518	Jun 17, 2012	Test list 2_17062012_08:24:05	Complete		0 error(s), 13 record(s) successful	D Hokutan (District Administrator)	

[Export](#)

Export a copy of all students and teachers currently in the system.

Download User Data

Download Instructions

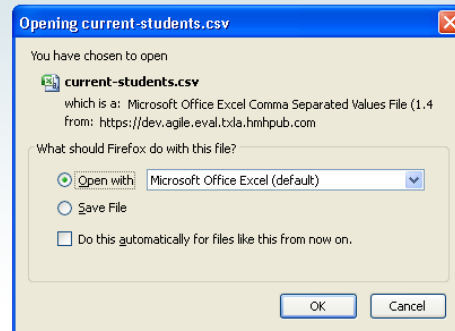
View/Save copy of a file of the current Teachers or Students within the district.

If the file is too big (> 100k) please contact our Support Line for assistance.

[Current Teachers\(.csv\) 0.0050k](#)

[Current Students\(.csv\) 0.014k](#)

[Current Classes\(.csv\) 0.0040k](#)



[Back to Menu](#)

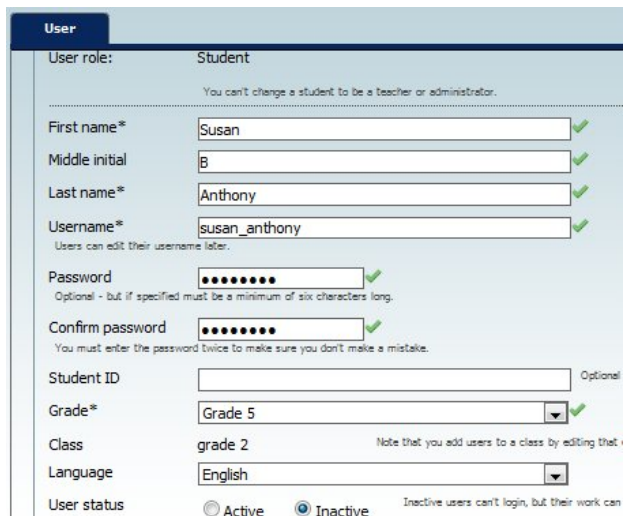
15.5 Activate and Deactivate Student or Teacher

1. On the administrator dashboard, click **Users** to activate or deactivate a student or teacher.

2. In the list, click the name of the student or teacher you want to deactivate.

Name	Grade	Role	Student ID
Appelgate, Deshawn	Grade 1	Student	001
Bongle, Jessi R	Grade 1	Student	001
Buchwalter, Gil	Grade 1	Student	001
Donnelly, Randal X	Grade 1	Student	001
Eggink, Tomika L	Grade 1	Student	001
Gehrig, Cassi Cheryl	Grade 1	Student	001

3. To activate or deactivate a student or teacher, click the radio button next to **Active** or **Inactive**, and then click **Save**.



User

User role: Student
You can't change a student to be a teacher or administrator.

First name*: Susan ✓

Middle initial: B ✓

Last name*: Anthony ✓

Username*: susan_anthony ✓
Users can edit their username later.

Password: •••••• ✓
Optional - but if specified must be a minimum of six characters long.

Confirm password: •••••• ✓
You must enter the password twice to make sure you don't make a mistake.

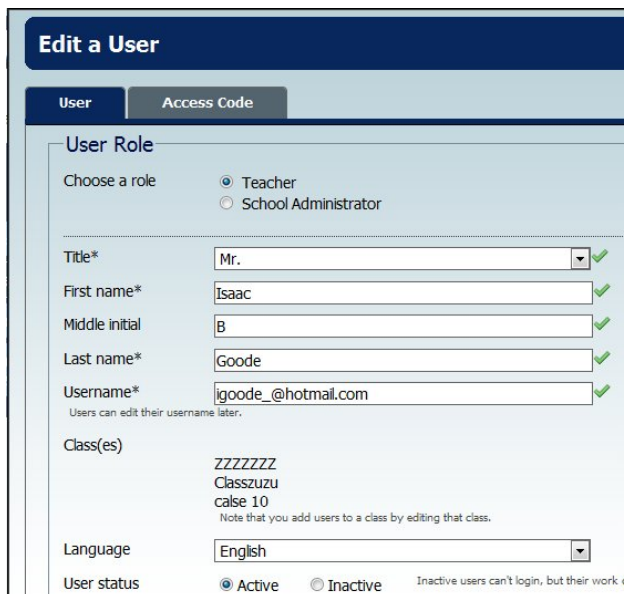
Student ID: Optional

Grade*: Grade 5 ✓

Class: grade 2 Note that you add users to a class by editing that class.

Language: English

User status: ☐ Active ☒ Inactive Inactive users can't login, but their work can



Edit a User

User Access Code

User Role

Choose a role: ☒ Teacher ☐ School Administrator

Title*: Mr. ✓

First name*: Isaac ✓

Middle initial: B ✓

Last name*: Goode ✓

Username*: ligoode_@hotmail.com ✓
Users can edit their username later.

Class(es): ZZZZZZ
Classzuzu
calse 10
Note that you add users to a class by editing that class.

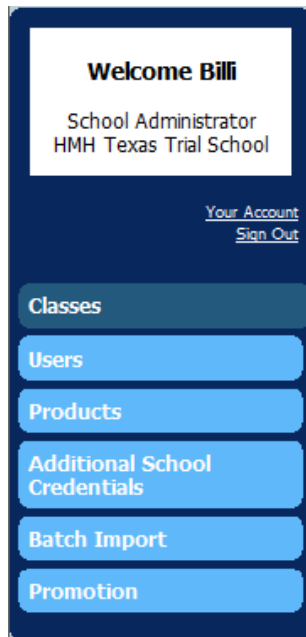
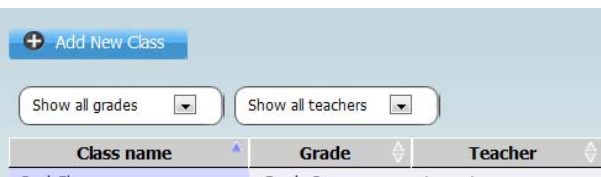
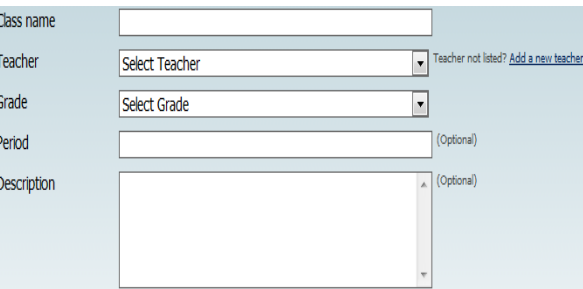
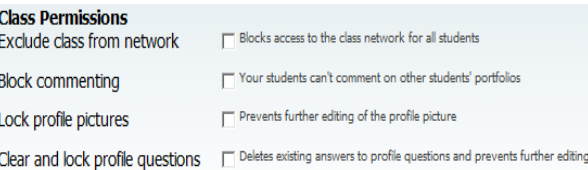
Language: English

User status: ☒ Active ☐ Inactive Inactive users can't login, but their work can

Note: When you deactivate a student, all data is retained, but the student is unable to log onto *Write Source* and view the information.

When you deactivate a teacher, he or she can no longer access the class information. All information about assignments remains with the class, so it is not lost. It is best practice to assign another teacher to an active class at the same time you deactivate the original teacher.

15.6 Add New Class

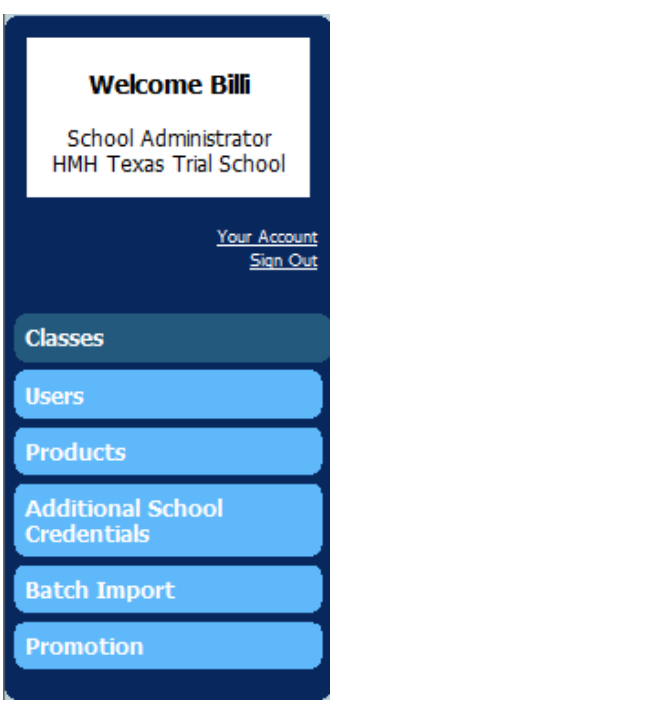
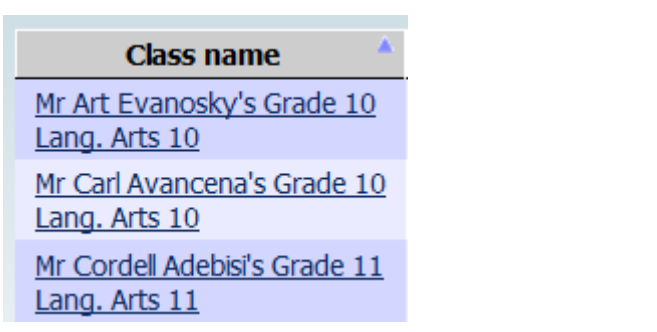
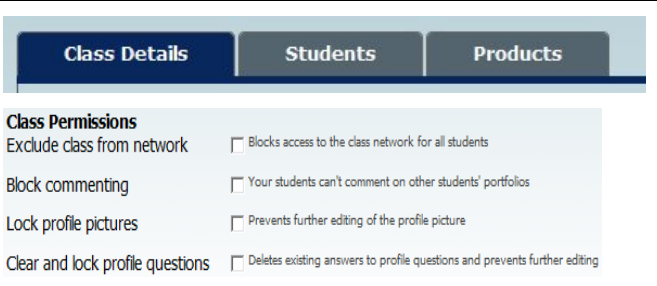
<p>1. On the administrator dashboard, click Classes to add a new class.</p>	 <p>The screenshot shows a dark blue sidebar with a 'Welcome Billi' header. Below the header are links for 'Your Account' and 'Sign Out'. The sidebar contains several buttons: 'Classes' (highlighted), 'Users', 'Products', 'Additional School Credentials', 'Batch Import', and 'Promotion'.</p>
<p>2. Click Add New Class.</p>	 <p>The screenshot shows a light blue header with a '+ Add New Class' button. Below it are two filters: 'Show all grades' and 'Show all teachers', each with a dropdown arrow. Below the filters are three tabs: 'Class name', 'Grade', and 'Teacher'.</p>
<p>3. Enter your class details:</p> <ul style="list-style-type: none"> Type the name of your class in the Class name textbox. Choose a teacher for your class from the Teacher dropdown list. Choose a grade for your class from the Grade dropdown list. Type the period of your class in the Period box. This is optional. Type the description of your class in the Description textbox. This is optional. 	 <p>The screenshot shows a form with the following fields: 'Class name' (text input), 'Teacher' (dropdown menu with 'Select Teacher' and a link 'Teacher not listed? Add a new teacher'), 'Grade' (dropdown menu with 'Select Grade'), 'Period' (text input with '(Optional)' label), and 'Description' (text area with '(Optional)' label).</p>
<p>4. On the Class Details screen, scroll down to the Class Permissions section, and select the options you want.</p>	 <p>The screenshot shows the 'Class Permissions' section with four checkboxes and their descriptions: <ul style="list-style-type: none"> <input type="checkbox"/> Exclude class from network: Blocks access to the class network for all students <input type="checkbox"/> Block commenting: Your students can't comment on other students' portfolios <input type="checkbox"/> Lock profile pictures: Prevents further editing of the profile picture <input type="checkbox"/> Clear and lock profile questions: Deletes existing answers to profile questions and prevents further editing </p>

<ul style="list-style-type: none"> A check mark in the box blocks access to the class network for all the students in your class. An empty check box allows access to the class network for all the students in your class. 	<p>Exclude class from network <input type="checkbox"/> Blocks access to the class network for all students</p>
<ul style="list-style-type: none"> A check mark in the box blocks all the students in your class from commenting on other students' Portfolios. An empty check box allows all the students in your class to comment on other students' Portfolios. 	<p>Block commenting <input type="checkbox"/> Your students can't comment on other students' portfolios</p>
<ul style="list-style-type: none"> A check mark in the box prevents all the students in your class from editing their profile picture. An empty check box allows all the students in your class to edit their profile picture. 	<p>Lock profile pictures <input type="checkbox"/> Prevents further editing of the profile picture</p>
<ul style="list-style-type: none"> A check mark in the box deletes the existing answers to profile questions and prevents editing of Profiles for all the students in your class. An empty check box allows all the students in your class to edit their Profiles. 	<p>Clear and lock profile questions <input type="checkbox"/> Deletes existing answers to profile questions and prevents further editing</p>
<p>5. Click Save and Close or Save and Next.</p> <ul style="list-style-type: none"> Note: To add and remove students, see Section 15.10 below: <i>Add or Remove Students from a Class</i>. 	

15.7 Assign Permissions for Editing Profiles

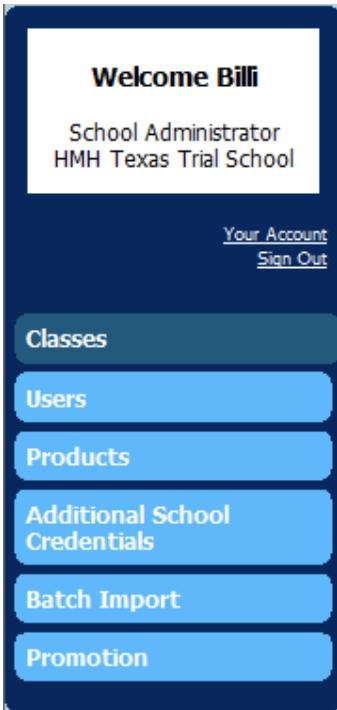
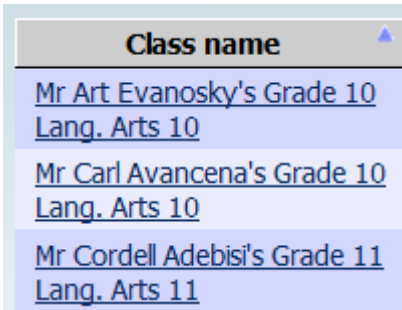
This section describes how to assign permissions for editing profile pictures and profile questions.

15.7.1 Assign Permissions for Editing Profile Pictures

<p>1. On the administrator dashboard, click Classes.</p>	
<p>2. Click a class name.</p>	
<p>3. On the Class Details screen, scroll down to the Class Permissions section.</p>	

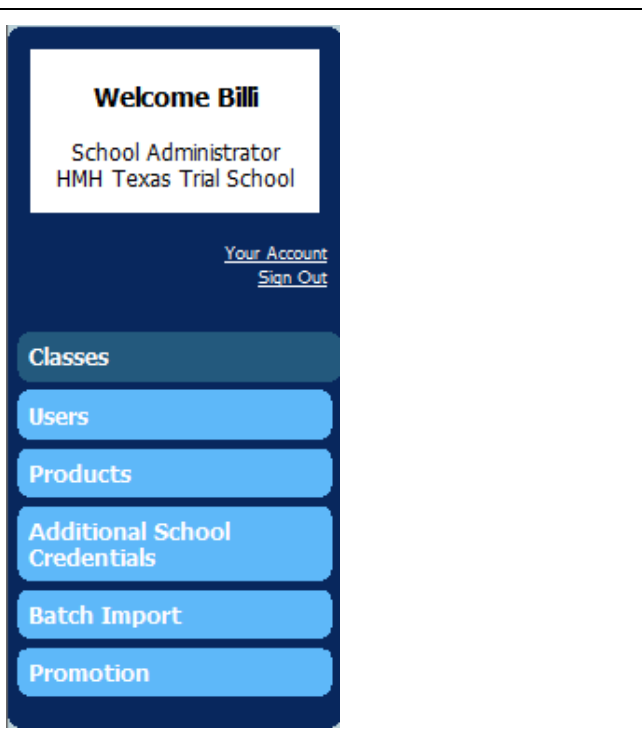
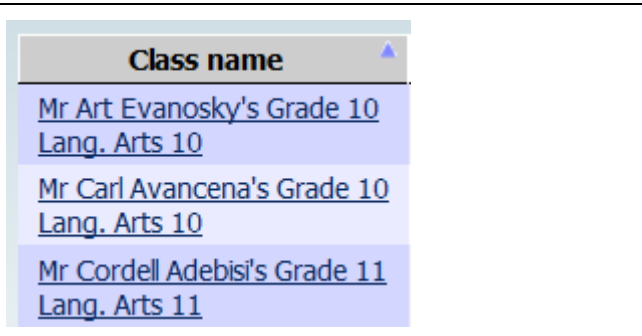
4. Click the Lock profile pictures check box. A check mark in the box prevents all the students in your class from editing their own profile picture. An empty check box allows all the students in your class to edit their profile picture.	<div> <div>Lock profile pictures</div> <div><input type="checkbox"/> Prevents further editing of the profile picture</div> </div>
5. Click Save and Close or Save and Next .	

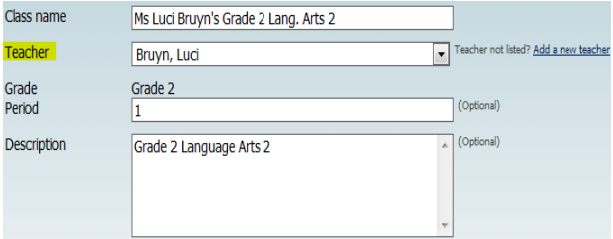
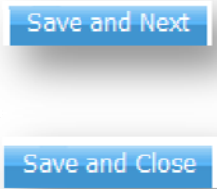
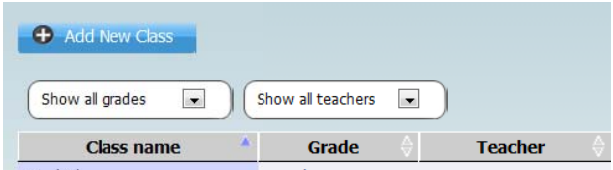
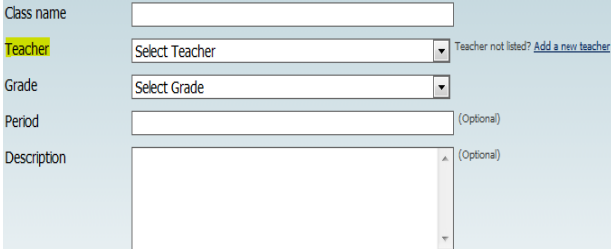
15.7.2 Assign Permissions for Editing Profile Questions

1. On the administrator dashboard, click Classes .	
2. Click a class name.	
3. On the Class Details screen, scroll down to the Class Permissions section.	<div> <div>Class Permissions</div> <div> <div>Exclude class from network <input type="checkbox"/> Blocks access to the class network for all students</div> <div>Block commenting <input type="checkbox"/> Your students can't comment on other students' portfolios</div> <div>Lock profile pictures <input type="checkbox"/> Prevents further editing of the profile picture</div> <div>Clear and lock profile questions <input type="checkbox"/> Deletes existing answers to profile questions and prevents further editing</div> </div> </div>

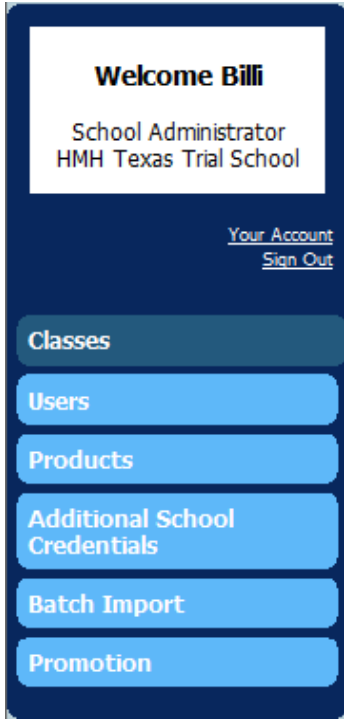
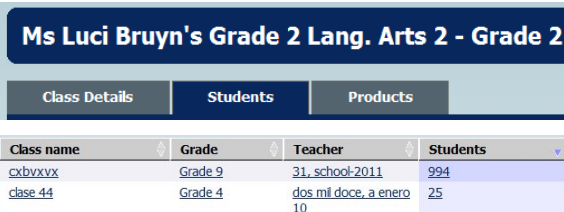
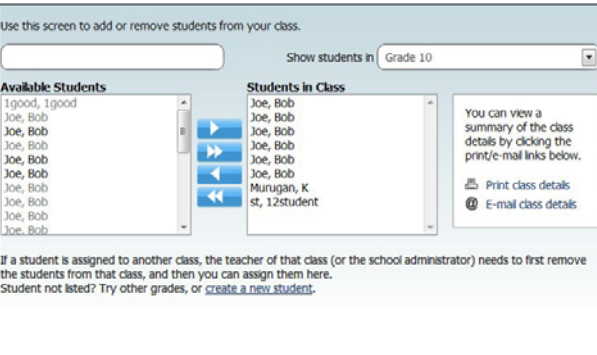
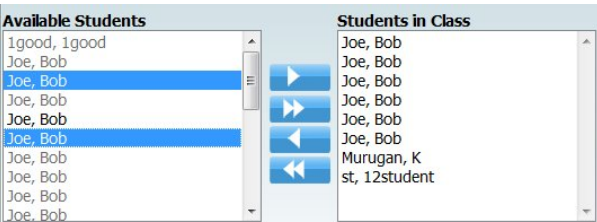
<p>4. Click the Clear and lock profile questions check box. A check mark in the box deletes the existing answers to profile questions. It also prevents editing of Profiles for all the students in your class. An empty check box allows all the students in your class to edit their Profiles.</p>	<p>Clear and lock profile questions <input type="checkbox"/> Deletes existing answers to profile questions and prevents further editing</p>
<p>5. Click Save and Close or Save and Next.</p>	

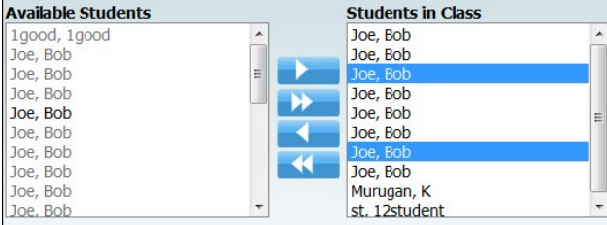

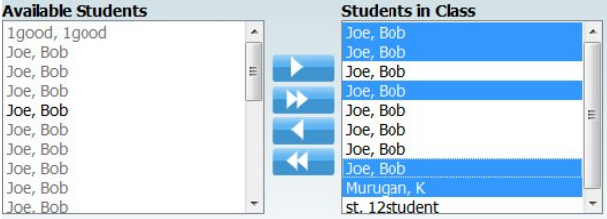
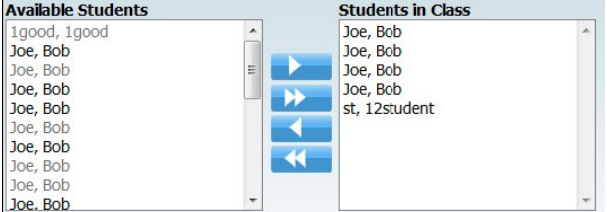

15.8 Assign a Teacher to Class

<p>1. On the administrator dashboard, click the Classes tab.</p>	 <p>The screenshot shows a dark blue sidebar menu with the following options: Welcome Billi, School Administrator, HMH Texas Trial School, Your Account, Sign Out, Classes (highlighted), Users, Products, Additional School Credentials, Batch Import, and Promotion.</p>
<p>2. To <u>edit</u> the teacher assigned to a class, click a class name.</p>	 <p>The screenshot shows a dropdown menu titled 'Class name' with three options: Mr Art Evanosky's Grade 10 Lang. Arts 10, Mr Carl Avancena's Grade 10 Lang. Arts 10, and Mr Cordell Adebisi's Grade 11 Lang. Arts 11.</p>

<p>3. Click the Teacher dropdown arrow and, from the dropdown list, choose another teacher to assign to your class.</p>	
<p>4. Click Save and Close or Save and Next.</p>	
<p>5. To assign a teacher to a new class, click Add New Class.</p>	
<p>6. Click the Teacher dropdown and choose a teacher to assign to the new class.</p>	
<p>7. Click Save and Close or Save and Next.</p>	

15.9 Add or Remove Students from Class

<p>1. On the administrator dashboard, click Classes.</p>													
<p>2. Click the Students tab, and then click the number that corresponds to the row of the correct Class name.</p>	 <table><thead><tr><th>Class name</th><th>Grade</th><th>Teacher</th><th>Students</th></tr></thead><tbody><tr><td>cxbvxx</td><td>Grade 9</td><td>31, school-2011</td><td>994</td></tr><tr><td>clase 44</td><td>Grade 4</td><td>dos mil doce, a enero 10</td><td>25</td></tr></tbody></table>	Class name	Grade	Teacher	Students	cxbvxx	Grade 9	31, school-2011	994	clase 44	Grade 4	dos mil doce, a enero 10	25
Class name	Grade	Teacher	Students										
cxbvxx	Grade 9	31, school-2011	994										
clase 44	Grade 4	dos mil doce, a enero 10	25										
<p>3. When you click the number under the Students tab, the Students screen appears.</p>	 <p>You can view a summary of the class details by clicking the print/e-mail links below.</p> <ul style="list-style-type: none">Print class detailsE-mail class details <p>If a student is assigned to another class, the teacher of that class (or the school administrator) needs to first remove the students from that class, and then you can assign them here. Student not listed? Try other grades, or create a new student.</p>												
<p>4. To add students to your class, first click the name(s) on the list in the left pane, and then click the right arrow.</p> <ul style="list-style-type: none">Tip: To select more than one student, press and hold the Shift or Ctrl key, and then click the names.													

<ul style="list-style-type: none"> The selected names display on the list in the right pane, which shows that you have added the students to your class. Tip: In this example, some of the names in the pane on the left are gray. This indicates that the student has already been added to your class and cannot be added again. 	
<ul style="list-style-type: none"> To add all the students to your class at one time, click the double right arrow. 	
<ul style="list-style-type: none"> To remove students from your class, click the name(s) on the list in the right pane, and then click the left arrow.. Tip: To remove more than one student, press and hold the Shift or Ctrl key, and then click the names. 	
<p>The selected students move to the list in the left pane, not highlighted yet in black text, showing that they are no longer listed in your class.</p>	
<ul style="list-style-type: none"> To remove all the students from your class at one time, click the double left arrow. 	
<p>5. Click Save and Close or Save and Next.</p>	